

Chief, Management Staff

2 May 1958

Chief, Records Management Staff

Weekly Report for Week Ending 30 April 1958

1. Contributions

a. Tangible

- (1) The Records Center received 202 cu. ft. of inactive records from seven offices. This was 22 cu. ft. more than the weekly average of 180 cu. ft. since 1 January. Seventy three cu. ft. of records were disposed of by the Center, compared with the weekly average of 77 cu. ft.
- (2) Completed 11 new and 10 revised forms.
- (3) OCR/Library has accepted our recommendations providing for 26 to 30 months expansion of the Library at a saving of \$1,600.
- (4) Our recommendations for converting the OER Mag. Library to open shelf files have been accepted. The conversion will provide for files expansion through 1961, save over \$7,000 in equipment costs, and reduce floor space requirements from 560 to 207 sq. ft.
- (5) Assisted the Office of Logistics in locating an office (Signal Center) that could use 1570 worth of teletype paper declared surplus by [REDACTED]

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b. Intangible

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- (1) Arranged to provide [REDACTED] station with 4,000 sets of a 5 part carbon interleaved card previously restricted to use by [REDACTED]

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2. Assignments - Active

a. Audit of Records Control Schedules

- (1) Office of the IB/S.
- (2) OER- Completed the schedule for the Reading Laboratory. Approval of schedules for Operations Support Facility and the Orientation and Briefing Officer will complete headquarters OER schedules.

- b. Installation of Filing Systems.
 - (1) Office of Personnel Subject-Numeric Files - Screened ten cu. ft. of records dating from 1947, refilled five cu. ft. under the subject-numeric system, and recommended retirement or destruction of five cu. ft.
 - (2) OSI Subject-Numeric Files - 75% complete.
 - (3) OER Subject-Numeric Files - Completion of files in the Geographic Area brought all administrative files in Areas and Divisions under the subject-numeric system. Conversion of files of the OAD and his Staffs will commence next week.
 - (4) Biographic Profile Files.
 - c. Records Management Survey, Office of the DCI - Survey report being drafted.
 - d. Shelf File Installations.
 - (1) Machine Records Division/Comptroller.
 - (2) Acquisitions Branch Library/OER.
 - e. Employee Suggestions - Nine are being evaluated.
 - f. Revision of Travel Order Form.
 - g. OER/Document Division Sorting Rack (New Project).
 - h. Microfilming of Vital Materials in OSI - 60% complete.
3. Assignments - Inactive
- a. Security Office Shelf File.
 - b. Forms Management Survey, Printing Services Division.
 - c. Survey of Vital Personnel Records.
 - d. Graphics Register File Index - The Chief, Graphics Register Division has decided to defer using specialized card equipment pending move to new building. Use of this equipment would require securing the index room. Project cancelled.

4. News

- a. There has been a noticeable increase in DD/P vital Materials Program activity.
- b. DD/P has permanently recalled 165 cu. ft. of records from the Center and plans to recall 2000 cu. ft. for destruction.

for [Redacted]

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Mgt/S/RMS, [Redacted] fjm (5 May 1958)